

TO: Superintendents
FROM: Stacey Hughes, Ph.D.
DATE: June 1, 2016
RE: Gateway Data Completion Directions

The Indiana General Assembly in Indiana Code Article 20-29 tasks IEERB with collecting and reporting collective bargaining data as well as facilitating the collective bargaining process. This memo will explain the process by which IEERB will collect 2016 Bargaining Status Form I and Bargaining Status Form: At-Impasse, collective bargaining agreements, and the 2015-2016 collective bargaining report. All of these items, with the exception of the 2016 Bargaining Status Form: At-Impasse, will be submitted in Gateway at <https://gateway.ifionline.org/login.aspx>.

2016 Bargaining Status Form I

By **September 30, 2016** both the corporation superintendent and the exclusive representative president must submit the Bargaining Status Form I in Gateway. (IEERB requested the name and email address of the exclusive representative president – in a Qualtrics survey - in order to send him or her a username and password to access the 2016 Bargaining Status Form I in Gateway.) To complete the Bargaining Status Form I follow these steps:

1. Login to Gateway <https://gateway.ifionline.org/login.aspx> (If you do not know your password click the “forgot your password” on the login page. Your username is your email address. If you still cannot login contact me at shughes@ieerb.in.gov)
2. On the bottom right of the screen you will see a blue button titled “Bargaining Status Form I.” Click that button.
3. Click on your school unit.
4. Click on 2016 Bargaining Status Form I.
5. Complete the form (contact information, six yes or no questions with optional comments, and an attestation button) and click submit at the bottom of the page.
6. An email will be automatically sent to the exclusive representative president (you gave me his or her email address in the Qualtrics survey) explaining that it is time for him or her to complete his or her section of the form by logging in to Gateway and following the same steps as described above. The exclusive representative president will agree or disagree with your responses on the form and provide optional comments, then click submit.

2016 Bargaining Status Form: At-Impasse

Corporations and exclusive representatives who are At Impasse will receive, via email, the Bargaining Status Form: At-Impasse. This section is not distributed or collected through Gateway.

2016-2017 Collective Bargaining Agreement/Contract

By **October 2, 2016** the school corporation superintendent must upload the ratified collective bargaining agreement in Gateway. The uploaded contract must contain the signed signature page(s). To upload the collective bargaining agreement:

1. Login to Gateway <https://gateway.ifionline.org/login.aspx> (If you do not know your password click the “forgot your password” on the login page. Your username is your email address. If you still cannot login contact me at shughes@ieerb.in.gov)
2. On the bottom right of the screen you will see a blue button titled “CBR Contract Upload.” Click that button.
3. Click on your school unit.
4. Click on 2016-2017 Upload Collective Bargaining Contract.
5. Input the Contract Start Date and Contract End Date.
6. Upload a PDF of the signed contract. It will only accept a PDF.
7. Click upload.

2015-2016 Collective Bargaining Report

By **December 1, 2016** the corporation superintendent must complete the 2015-2016 Collective Bargaining Report in Gateway. Note that these data are based on last school year, so all corporations will have this information available. To complete the collective bargaining report:

1. Login to Gateway <https://gateway.ifionline.org/login.aspx> (If you do not know your password click the “forgot your password” on the login page. Your username is your email address. If you still cannot login contact me at shughes@ieerb.in.gov)
2. On the bottom right of the screen you will see a blue button titled “Collective Bargaining Reporting.” Click that button.
3. Click on your school unit.
4. Click on 2016 Collective Bargaining Reporting.
5. Optional – Click on Report Outputs then Collective Bargaining Report to view the data collection fields in preparation for completing this report. Click Collective Bargaining Reporting Main Menu in the bread crumb to return to the main menu.
6. Click on Collective Bargaining Reporting (on the Main Menu).
7. Complete the report.
8. To Submit Report, return to the Collective Bargaining Reporting Main Men and click Submit Report.

To view uploads:

1. Go to https://gateway.ifionline.org/report_builder/Default2.aspx?rptType=collBargain&rptVer=a
2. Select a report
3. Select year, county, unit and then view report